

Guide to voluntary business advising - in the Listening Post at the Maine Agricultural Trades Show

This guide is for volunteers supporting the Business Advising services as part of the ATS Listening Post

The Listening Post, located near the lobby, is a can't-miss place to visit for helpful information during the show. It includes three features: Business advising, Meet and Greet and handing out resources/abling.

Before the show

- [Please go to the participant services](#) section the webpage for guides, maps, set up/tear down info, etc.
- Please view the interactive map and participant directory on [the show webpage](#) before January.

Room set up and location

- Business advising space is the Franklin Room – adjacent to the main entry. Left (south side) of the venue.
- The space is pre-set with tables and chairs to accommodate a business advisor and attendee.
- Venue staff will refresh water and cups throughout the day.
- Hand sanitizer and wipes are available in the space.

Getting to the show – public parking, no registration, no ticket or entry fee

- There is no participant name badge – you are welcome to bring your own to wear.
- The show is open to the public to attend – there is **no entry fee** for attendees or participants.
- Public parking is available on site and shared by participants and attendees.

Services and appointments for attendees

- Advance registration is offered and promoted to attendees.
- Drop-in appointments are available. A paper sign up form will be in the room for drop- in requests.
- The space is advertised as 30-minute appointments with a service provider to discuss something more intensive than can be addressed by visiting a booth, but not as intensive as a site/field visit – can also be an introductory appointment to a more intensive appointment, site/field visit, training etc.

Volunteer shifts and schedules

- State of Maine staff: update Outlook calendar – it synchs availability with the schedule.
- Non-State of Maine staff (or those without MS Teams,): update their availability with show management
- The shift schedule will be shared in advance. A paper copy will be available during the show.
- Note that often attendees arrive early – as soon as 8:30 AM, and congregate in the main lobby before the show opens at 9 AM. They may gravitate toward this area as it is nearby and open.

Help during the show

- Shared public Wi-Fi is available at the show – no extra charge.
- Please visit the info booth or ask a staff member in the hallway if you need help troubleshooting issues.

Come meet and mingle at the Listening Post!

- Real Maine invites participants and attendees to join each other daily for a meet and greet at 9 AM, 12 PM and 2 PM. Light refreshments offered while different topics of interest are discussed.

Future shows – Bookmark the show webpage for key dates and forms

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